

## **Council Meeting September 18, 2016**

### **Faith Lutheran Church, Meadow Vista, CA**

#### **I. Meeting called to order by Mike at 11:37am**

In attendance: Carolyn Peterson, Tony Freitas, Michelle Hamil, Pastor Lines, Colleen Hogan, Kathy Van Zuuk, Mark Duarte, Ann Linkugal, Mike Krall

Absent: Carlos Del Pozo, Amy Dieter

Total members present: 9

Total members absent: 2

Quorum present: Yes

**II. Devotions/ Mission, Vision and Values, Pastor – *Growing Together, Considering our Mission.* M/V/V**  
read by Mike.

#### **III. Approval of Aug 2016 minutes**

Motion made by Carolyn to approve minutes. Seconded by Mark.

Pass: Unanimous

#### **IV. EXECUTIVE REPORTS**

a. Pastor: Report as emailed. 5 boys in Confirmation, having a great time. Have concern about attendance at Church on Sunday which seems slow coming back from summer. Would like to know if Council hears of anything that might require Pastor's attention and/or a phone call. Many are traveling and or illness keeping some from service. Maybe when weather gets a little colder people will start attending service again. Pastor out of the office from 9/30-10/10; Virginia Ward will be here on October 2<sup>nd</sup> and 9<sup>th</sup> and for Pastoral cares and emergencies.

b. Treasurer, Tony: Report as emailed. General giving somewhat steady through August with an increase in June. We are in the positive having spent less than was given with spending under budget. Some concern about the rest of the year when expenses might be more at budget. If we had a Youth Director we would be apx \$6k down.

#### **V. PROGRAM REPORTS**

a. Education, Scott Stonestreet/Becky Stonestreet: None.

b. Hospitality/Witness, Cam Bennett: None.

c. Service, Colleen Hogan: None.

d. Worship, Leah Cole: None

e. Prayer/Healing, Ann Linkugel: None.

f. Site Improvement, Carlos Del Pozo: None.

g. Music, Janine Dexter: None.

h. Men's Group, Rob Oberbruner: None.

#### **VI. OLD BUSINESS/ACTION ITEMS**

a. Update Youth and Family Director Search, Pastor: No update. Only advertising in free places with no response.

b. Boy Scout Shed, Pastor: No update. Action items in process.

## **VII. NEW BUSINESS**

a. Discretionary Fund, Pastor: Asking Council to approve transfer of \$500 into discretionary fund for purposes for responding when people call to request emergency funds for gas or groceries. Currently the fund is depleted to less than \$100. The money could potentially be transferred from unrestricted funds. The last time a transfer into the fund was done over 1 year ago.

Motion made by Mark to transfer \$500 from unrestricted funds to the discretionary fund. Seconded by Carolyn.

Pass: Unanimous

b. Janitorial Service, Pastor: Pat Jones has done a great job cleaning the sanctuary every week for the past several years but turns 75 this month and has retired. A young woman who cleans houses has been engaged on a temporary basis (through October ) for \$25/hr-4 hrs/wk. In October, we will evaluate if more hours to clean is needed.

Tony -- \$25/hr is in line with the going market rate

Motion made by Colleen that this woman provide temporary weekly cleaning services from September 16<sup>th</sup> through October 28<sup>th</sup> as a probation period. At the end of October a decision about the continuation of these services will be made. Seconded by Carolyn.

Pass: Unanimous

c. Lay Renewal Weekend, Pastor: There is an opportunity to bring retreat leaders to lead a retreat for entire congregation for spiritual/community renewal (free through synodical groups). Asking Council to evaluate participation interest by congregation. The retreat would be small group discussion and visioning life of faith, etc. Thinking of holding it in 2017. Mike suggests using Survey Monkey to gage interest level and topics wanted covered. Reminder that women's retreat is on October 29<sup>th</sup>. There will be continued conversation on this topic to come.

d. Budget 2017, Tony: Will start working on budget In preparation for the January Annual Meeting. Although Executive Committee usually works as a team to prepare budget, Tony can put something together initially. All thoughts or comments about this or next year's budget are welcomed and could be incorporated into the overall budget. The Capital Campaign has helped us get a lot of things done without impacting our budget.

Pastor: Regarding salaries, employees have expressed a desire to be part of the conversation about salaries. Executive Committee should be part of employee reviews. There is currently no review/salary increase process in place. Perhaps next month we can form a committee to discuss budget items, and perhaps a separate committee can be formed to do evaluations. Last year job descriptions were used as base for reviews.

**Action:** Pastor to send job description and performance criteria used last year to go to Council. Council to return comments to Mike.

Mike: Believe salary discussions should be separate from performance discussions, where salary is based on what budget can support. Perhaps we can give employees a framework and ask them to do a self-evaluation. A Council representative could receive the self-evaluation and then blend it with supervisor comments, highlighting difference between the 2. Encourage process to start ASAP. A subcommittee can be formed to design forms but whole Council to give comments on forms and on evaluation itself.

**Action:** Pastor to get out last year forms in the next 2 days.

Deadlines:

Budget has to be done 1 month before January meeting which is held the last few weeks of January

Sept 30 whole Council to return comments on job descriptions and employee review forms to Mike (who will consolidate them and call a meeting to work on them)

Oct 16 have semi-final draft for council to review at council meeting...review and discuss to finalize

Oct 17 send self-evaluations forms to employee

Oct 28 employee self-evaluations are due

Nov 15 performance evaluations complete and review with employee complete

Dec 15 salary information determined

Kathy: description of review should/could include performance elements. Perhaps weigh elements differently on form since not all tasks carry same weight.

Tony: from Treasurer's expectation, Council states salary and Treasurer has to adjust line items to make it work. Evaluations could be on anniversary of employment. Formalizing the process helps all know what to expect. Since we have only 3 employees, the process for each should be similar. Perhaps taking Pastor out of the process might be a good thing.

e. Colleen will share the council meeting summary with congregation

Motion made by Tony to adjourn meeting. Seconded by Kathy.

Pass: Unanimous

Meeting adjourned at 1:00pm